



## View bulletin: 2983BR : MENTAL HEALTH SERVICES COORDINATOR I

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Req template: New Exam Bulletin

Bulletin details MENTAL HEALTH SERVICES  
COORDINATOR I

Bulletin status Open

**Item Number** 8148 MENTAL HEALTH SERVICES COORDINATOR I

**Position Title** MENTAL HEALTH SERVICES COORDINATOR I

**Requirements** **Selection Requirements:**

**\*Option I:** A Master's degree from an \*\*accredited college with specialization in clinical psychology, public health, nursing, rehabilitation, social work, education, behavioral sciences, public administration, or urban planning, and three years' post-degree experience in \*\*\*community mental health work in the delivery of mental health services in an inpatient psychiatric setting or in a County-contracted mental health program.

**\*Option II:** A Bachelor's degree from an \*\*accredited college with specialization in public health, nursing, rehabilitation, social work, education, behavioral sciences, public administration, or urban planning, and five years' post-degree experience in \*\*\*community mental health work or in the delivery of mental health services in an inpatient psychiatric setting.

**Department** Mental Health

**Bulletin Number** 2983BR

**Analyst** Harris, Carla ((213) 637-4596)

**Manager** Williams, Theresa ((213) 738-2871)

**Number of Vacancies** 1

**Positions Remaining** 1

**Exam Number** 28148I

**Allow Reapplies** Yes

**Job Type** Paraprofessional

**Job Field** Health Other

**Type of Recruitment** Open Competitive Job Opportunity

**Job Opportunity Information**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States.

Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

**Veterans Preference Credit:** Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

**Sourcing Strategy****Additional Title****Rebulletin Information****Filing Information** Standard**Filing Start Date** 07-NOV-2011**Filing End Date** 18-NOV-2011**Filing End Time** 5:00 pm PST**Salary Type** Monthly**Salary Minimum** 5076.00**Salary Maximum** 5973.00**Annual Salary Range** \$60,000 - \$79,999**Special Salary Information Designation****Special Salary Information****Benefit Information Designation****Benefits Information**

**Position/Program Information** Coordinates the planning and implementation of mental health services with public and community agencies, initiates and investigates the possibility of establishing independent programs in individual agencies, monitors mental health providers for compliance with applicable statutory and regulatory provisions, participates in negotiating services and supervises contract arrangements with established contract agencies.

**Essential Job Functions** Prepares survey of existing services and facilities to determine the need for new mental health programs.

Advises and consults with public and private groups in establishing mental health services.

Assists in the development of programs necessary to implement State laws in the field of mental health.

**Physical Class Designation** 2

**Physical Class** **Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**Safety Position Designation****Safety Position Requirements**

**License(s) Required** A valid California Class C Driver License or the ability to utilize an alternative method of transportation to carry out job-related functions.

**Certificate(s) Required****Shift** Any**Special Requirement Information**

**\*Transcripts:** In order to receive credit for any college coursework, or any type of college degree,

such as a bachelor's or master's degree, you must provide a legible copy of the official diploma, official transcripts or official letter from the accredited institution which shows the area of specialization, **at the time of filing.**

\*\*\*Community mental health work is defined as experience gained in providing direct psychiatric services to clients or patients.

### **Desirable Qualifications**

**Accreditation Information Designation** Yes

**Accreditation Information** **\*\*Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Special Information** Appointees may be required to work any shift, including evenings, nights, holidays or weekends.

**Examination Content** This examination will consist of an evaluation of training and experience based upon application information weighted 100%. CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER TO BE PLACED ON THE ELIGIBLE LIST.

**Vacancy Information** The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health.

**Exam Analyst Phone Number** 213-637-4596

**Alternate Exam Unit Contact Number** 213-738-2823

**Exam Analyst Fax Number** 213-637-5892

### **Exam Costs**

**Eligibility Information** The names of the candidates receiving a passing score on this examination will be placed on the eligible list in the order of their score group for a period of (12) months following the date of promulgation.

### **Application and Filing Information**

#### **Online Filing Only**

#### **INSTRUCTIONS FOR FILING ONLINE:**

Applications are required to submit a standard Los Angeles County Employment Application online only to be considered for this examination. Paper applications and/or resumes can not be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications.

**All applicants MUST complete the filing process ONLINE (via electronic submission) and upload required documents at the time of filing. Applications will not be accepted by mail, fax or**

in person.

**To apply online, click on the link above or below this bulletin which says "Apply to Job."**

Applicants must submit their applications by 5:00 pm, PST., on the last day of filing.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your application must show complete information including month, day and year, total number of months, total number of hours worked (full or part-time). Resumes showing training County Online application. Resumes and online applications must show actual payroll titles held and not the working and/or functional titles. Candidates must provide copies of any and all documents at the time of filing.

**Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 within five (5) business days of online filing. Please include examination number and examination title.**

**County of Los Angeles Information** **Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

**ADA Coordinator Phone** 213-738-2057

**Teletype Phone** 800-897-0077

**Alternate Teletype Phone** 800-899-4099

**California Relay Services Phone** 213-738-2057

**Department Contact Name** Carla Harris

**Department Contact Phone** 213-637-4596

**Department Contact Email** charris@dmh.lacounty.gov

**Education Level** Bachelor

**Experience Level** 3 to 5 years

**Executive Level Position?** No

**Additional Information****General Information****Advertising Cost****Agency Cost****Travel Cost****Referral Cost****Relocation Cost****PAR Information****PAR Number****Position Id****Document Id****Expiration Date****Unit****Contact Name 2****Contact Number 2****Other Information****Region****Job Specific Questions****Bulletin Notes**

Bulletin team	Name	Dept.	Job title	Phone	Fax
	Williams, Theresa	Department of Mental Health	Head Departmental Personnel Tech	(213) 738-2871	(213) 637-4585
	Nuno, Amanda	Department of Mental Health	Senior Typist Clerk	(213) 738-2823	(213) 637-4585

**Turn-off Autofiler notification for this req**



To be completed after the bulletin has been filled

**Added by** Harris, Carla ((213) 637-4596)

**Added on** 27-Oct-2011

OK